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July 23, 2010

TO: ALL OFFERORS

FROM: ALISHA MCCULLOUGH  
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS10270-SNOW  
\_REMOVE

#### **ADDENDUM #1**

This Addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Request for Proposal. All other terms and conditions remain the same.

#### **Page 24, # 45 Audit access to records:**

Of course records are kept for a prolonged period of time. Should matters in litigation occur in an area that we are responsible for maintaining we understand that you would want those records. Please explain under what circumstances other than litigation that you would have to perform an audit.

Audits may be required by any number of authorized agencies, federal or state. Litigation is not the only situation requiring the retention of records.

The Auditor of Accounts, Internal Revenue Service, Division of Accounting, legislature, etc. may conduct audits for various reasons. The audits are not normally performed by GSS – Contracting, but may be done by other state agencies, having that responsibility.

The mission of the State Auditor's office is to provide Delaware's citizens and government leaders with professional, independent evaluations of the State's fiscal accountability and public program performance. We strive to assure that our state government is executing its management responsibilities in compliance with applicable laws, rules, regulations and policies. We also evaluate management controls and policies in making more efficient and effective use of public resources. <http://auditor.delaware.gov/default.shtml>

**Page 26, #55 Electronic catalog:**

It sounds as though this is a work in progress and at this period in time we will not need to participate with electronic catalogs, commodity/classification code and the unique item ID. Please confirm.

You will not be required to provide electronic catalogs for this contract.

**Page 29, III Scope of work, B:**

It is our understanding that our services are to only be rendered at the direction of Facilities Management. However, in the scope of work it states that contractors are to perform all necessary actions to insure that assigned areas are kept safe and operable. This can only be achieved if we are directed to do the work with sufficient time to clear and deice the sites. This is not the contractor's responsibility, it is the State's. Please advise.

What is the maximum depth of snow on any given day before plowing/shoveling services will be authorized?

When the contract asks for contractors to report within two hours, does this mean that Contractors must have personnel at each awarded site within two hours? If this is the case than there is not a need for a list of the sequence the sites will be plowed (see page 36, H.)

Yes, it is the responsibility of DFM/DeIDOT to direct the contractors for snow removal operations insuring that the contractor is called in a sufficient time frame to be on sight within the "two hour" window time frame. When a contractor is "awarded" a Zone/Zones of the contract the contractor "should" have adequate staff and equipment at each location within that zone. If the contract does not then shall provide a "sequence" of the sites within that zone to be done unless otherwise directed by the state. 24/7 hour sites will always be directed first to be done. The "maximum depth" of snow on any given day before a plow/shoveling services is to be authorized "WOULD" typically be 6 inches. However in the case of "blizzard" conditions occurring during a snow event it "MAY" not be possible to see to perform services due to lack of visibility creating unsafe conditions.

**Page 39, III scope of work, #9 unnumbered items**

If we experience a winter similar to last year and snow is to be loaded and hauled from sites per the direction of Facilities Management, is that an additional charge outside of the contracted amount?

We understand per the contract that there would be additional costs if it is within house operations. What are our sites considered?

Yes, any "additional" snow removal services "authorized by the state" (example) hauling of snow from a state facility not under contract "WILL" be additional cost to the state. Sights considered would depend on what zone/zones the contractor is awarded. In the past "typically" the state has mainly used contractual work to assist with removal/hauling of large amounts of snow in the State Capitol Complex "ZONE#3". However there is no contractual snow plowing in the State Capitol Complex and the state is not under any obligations to contact the awarded contractor of this ZONE#3 for there assistance for the removal and hauling of the snow.

**Page 42, Zone 1:**

Please verify that the following two locations also need snow removal, sanding, and shoveling services leading into the contracted sites:

Troop II, 100 LaGrange Avenue, from route 40, to the traffic circle and entrance into Troop II (with shoveling on the eastside sidewalk).

Yes, 100 LaGrange Avenue from RT 40 to the traffic circle into the entrance of Troop #2 is to be bid part of the contract for plowing/salting of the pavement areas. The sidewalk on the eastside is "NOT" part of the contract to be bid on for shoving/application ice melt.

Greater Wilmington DMV, 2230 Hessler Blvd., from route 13 all the way back to the cul-de-sac as well as the sidewalks that run parallel to Hessler Blvd.

Greater Wilmington DMV 2230 Hessler Blvd from RT 13 all the way back to the cul-de-sac "blacktop pavement areas/including sidewalk on "right hand side only" coming into the DMV are part of the contract to be bid on for snow/ice removal services.

**Page 47, C.**

We have concerns with regards to the privacy of our financial records. After the bids are open, what happens to our information?

Any information that the bidder considers confidential, must be indicated in the proposal. Otherwise, all proposals become part of the public record of the bidding process. Financial information is one of the items of data that may be redacted from the public record.

All the proposals are kept in the contract file. The state keeps these records for approximately three to five years, after the expiration of the contract.

At the pre-bid meeting Bob Nelson from Del Dot said the salt application is included in the price per inch in increments of 3 inches. Therefore, it is my understanding every time the contractor plows the 3 inch increment a salt application to the parking lots and sidewalks are made. Is this correct?

Yes

Will Del Dot call for just a salt application on parking lots and or sidewalks, e.g. pre salting before snow/ice forecast or when there is less than one inch of snow? If so, the contract does not provide a means for separate pricing.

DelDOT may require "pre-salting". This pricing is to be provided in the "Up to 1 inch" category on the pricing spreadsheet.

On page 40, section 10, Plowing Requirements, second paragraph. Is the Judge's parking lot managed by DFM and located at the Courthouse?

Yes, the judges' parking lot located at the New Castle County Courthouse is managed by DFM

On page 40, section 10, Plowing Requirements, second paragraph. Is hauling snow off the site an extra charge for the contractor?

In the case where DFM would need assistance from the awarded contractor for Zone # 1 DFM may request to have snow hauled out of the judges' parking lot areas at an additional cost billed to DFM (State of Delaware).

At the pre-bid meeting it was my understanding only the front parking lots outside of the chain-link fence at the Raymond S. Pusey Sign Shop and Vasuki Hiraesave Bldg. gets plowed. However, the contract states on page 45 that garage doors and loading dock must be cleared of snow.

As it is stated in the RFP the garage doors and loading dock must be cleared.

Do all the doors along the Vasuki Hiraesave bldg. get cleared? There is 1160 sq. ft. of sidewalks stated on the contract, but no designated sidewalks shown.

There is 1160 square feet of sidewalk and the concrete pad in front of the garage doors at the rear of the facility.

Does the whole equipment yard get cleared?

No.

Will Del Dot pay for standby time like DFM does? Example, after finishing snow run and snow has stopped, contractor does not release his crews and subcontractors due to the forecast calling for another heavy snow event in two or three hours.

Yes.

To help us understand Del Dot's specification for pricing in inches, I'm providing a hypothetical snow removal charge. If the 7 to 10 inch rate was \$100 dollars and the next 3 inch increment rate was \$200 dollars, therefore, for a 12 inch snow the invoice would be \$ 100 dollars plus two times the \$200 rate for a total of \$500. If this is correct, please advise.

That is correct.

Do we have to increase our insurance coverage to meet bid specifications at the time bids are due or does the coverage have to be in effect before contract is awarded?

You must provide proof of the insurance requirements prior to the contract start date.

## PLEASE NOTE THE FOLLOWING

On the south side of Danner Campus for Zone 3 and Zone 4 there is an area that is available for storage of equipment and supplies. A waiver must be signed releasing the State of Delaware from any liability for items stored at the location.

For questions on specific sites it is recommended that you schedule a site visit with DFM or DeIDOT.